

Office of Administration Employee of the Year Award

PURPOSE

To recognize employees who have demonstrated exceptional and sustained effort in accomplishing the missions of the Office of Administration (OA).

CATEGORIES

Awards will be given in the following three categories:

- **Management/Supervisory**
- **Professional/Administrative** - Positions in the primary fields of administrative management for which the typical qualification for entry is a bachelor's degree or comparable experience, and which has a two-grade interval grade progression from GS-5 to GS-14.
- **Technician/Clerical/Support Services**

NOTE: Awards may be granted in each category on a yearly basis.

ELIGIBILITY

At the time of the nomination the individual must:

- Be an OA employee,
- Have demonstrated a high level of performance in OA over a three-year period,
- Have received at least a Commendable rating for the most recent rating cycle, and
- Not be a member of the Senior Executive Service.

SELECTION CRITERIA

Consideration will be given for, but not limited, to the:

- Importance of the contribution and the extent to which it served to contribute to OA programs;
- Enhancement of OA service to the Department; and
- Originality of the contribution and the inspiration it may serve to other employees toward excellence of performance.

NOMINATION PROCEDURES

Any OA employee can make a nomination. Nominations must be submitted in narrative form (not to exceed two pages) and address the selection criteria. Please include the following information:

- Nominee's name, position title, grade and series;
- Organizational location;
- Period of performance (dates) upon which recommendation is based;
- Category for which the candidate should be considered; and
- Justification that describes the specific achievement or service that qualifies the employee for the award. Include a description of the contribution, results, and the degree to which the contribution was exceptional.

SELECTION PROCEDURES

The following procedures will be followed when selecting nominations for review:

- Nominations must be submitted to the Office of Human Resources Management. The Department's Incentive Awards Officer will review the nominations for basic eligibility.

Ineligible Nominations

- Ineligible nominations will be returned with an explanation.
- Ineligible nominations submitted by an employee other than the nominee's supervisor will be forwarded to the nominee's supervisor for an assessment and confirmation of the information provided in the nomination.

Eligible Nominations

All eligible nominations will be forwarded to the Office of Administration Awards Review Panel. The Deputy Assistant Secretary for Administration or designee will chair the panel. The Department's Incentive Awards Officer serves as Executive Secretary for the panel. The panel members consist of representatives from the following offices:

Office of Security

Office of Budget

Office of Civil Rights

Office of Executive Budgeting and Assistance Management

Office of Financial Management

Office of Human Resources Management

Office of Administrative Services

Office of Acquisition Management

Office of Management and Organization

Office of Small and Disadvantaged Business Utilization

Procedures

The panel will meet, review the nominations and forward recommendations to the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA).

The CFO/ASA will make the final selections.

THE AWARD

The award consists of an engraved plaque and a cash award of \$2,500. The awards will be paid from a central OA fund established for this purpose and supported proportionally by the Offices of OA.

PRESENTATION

The awards will be presented by the CFO/ASA at the annual Office of Administration's Award Ceremony.